

Pulsara Manual for Health System Account (HSA) and Health Administrators (HA)

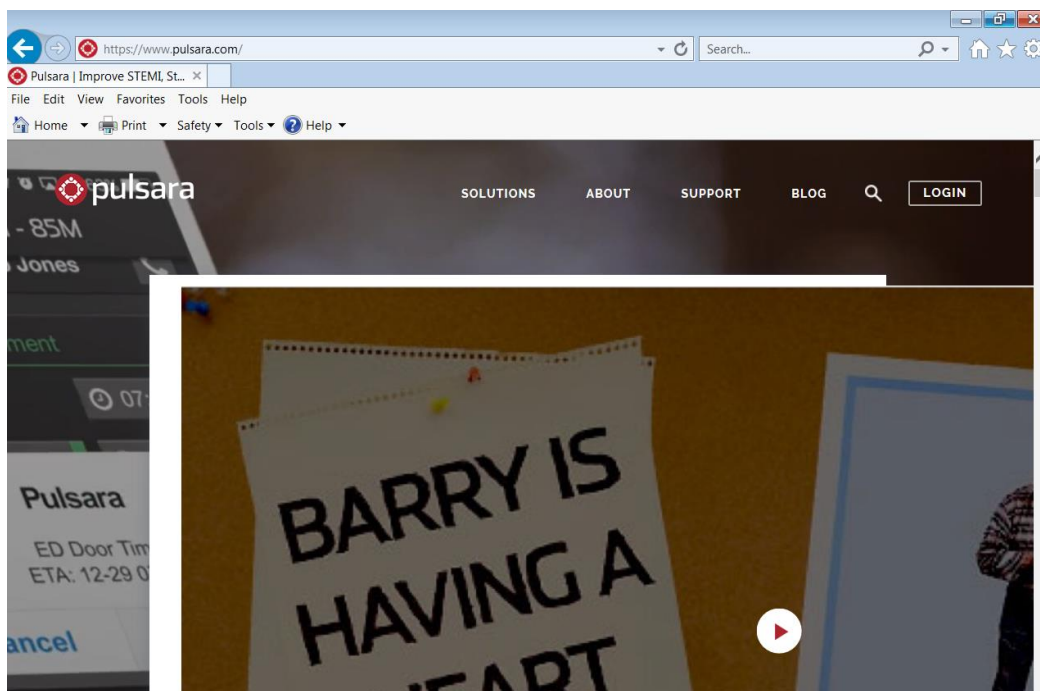
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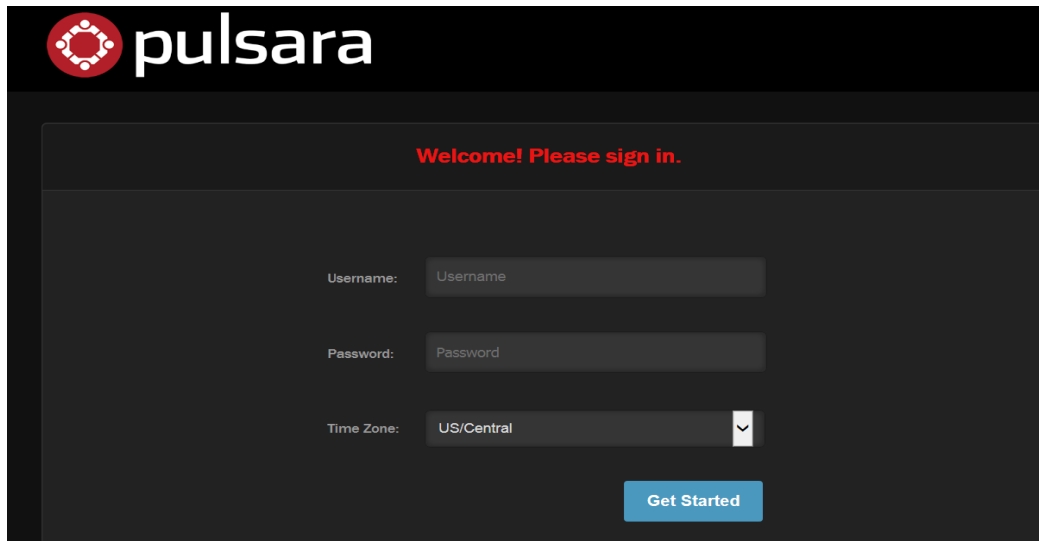
Pulsara Hospital administrators are able to manage users, cases and hospital details through Pulsara dashboard.

[LOGIN TO THE PULSARA DASHBOARD:](#)

The Health System Account (HSA) users, the Hospital administrators (HA) and the EMS administrators have access to the Pulsara dashboard. To logon to the Pulsara dashboard, go to www.pulsara.com and click on the 'LOGIN' button which is on the upper right corner.

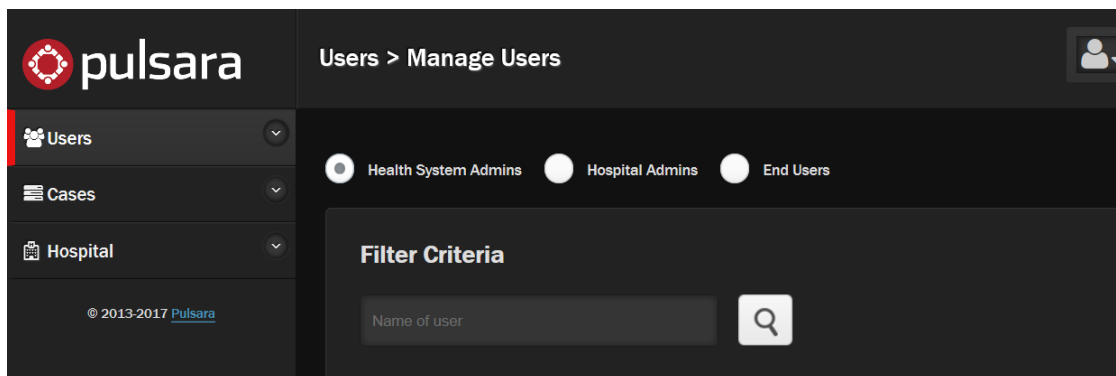


Enter valid username and password to login.



The login screen features the Pulsara logo at the top left. Below it, a red message reads "Welcome! Please sign in." The login form includes three fields: "Username:" with a text input, "Password:" with a text input, and "Time Zone:" with a dropdown menu currently showing "US/Central". A blue "Get Started" button is positioned at the bottom right of the form area.

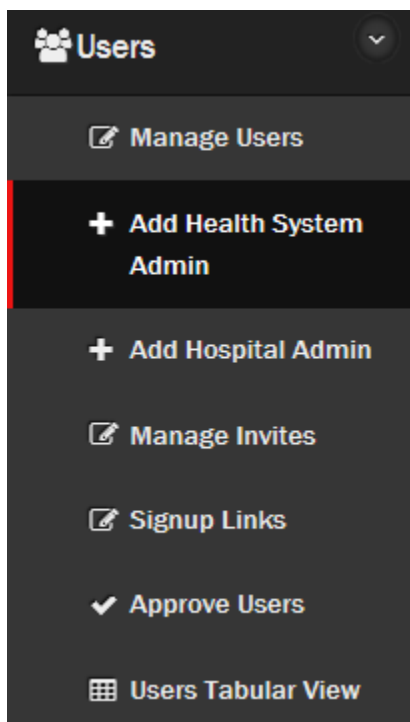
Once you are on the dashboard, you will be able to manage, HSA, HA and end users, manage cases and see hospital details.



The dashboard header shows the Pulsara logo and the breadcrumb "Users > Manage Users" with a user profile icon. The left sidebar contains a menu with "Users", "Cases", and "Hospital". The main content area has three radio buttons for "Health System Admins" (selected), "Hospital Admins", and "End Users". Below this is a "Filter Criteria" section with a search input labeled "Name of user" and a magnifying glass icon. The footer on the left shows the copyright "© 2013-2017 Pulsara".


USERS

Under the Users Tab you can perform the following functions





Manage Users

Admin can search for a user by entering the first name or last name or both for any of the categories

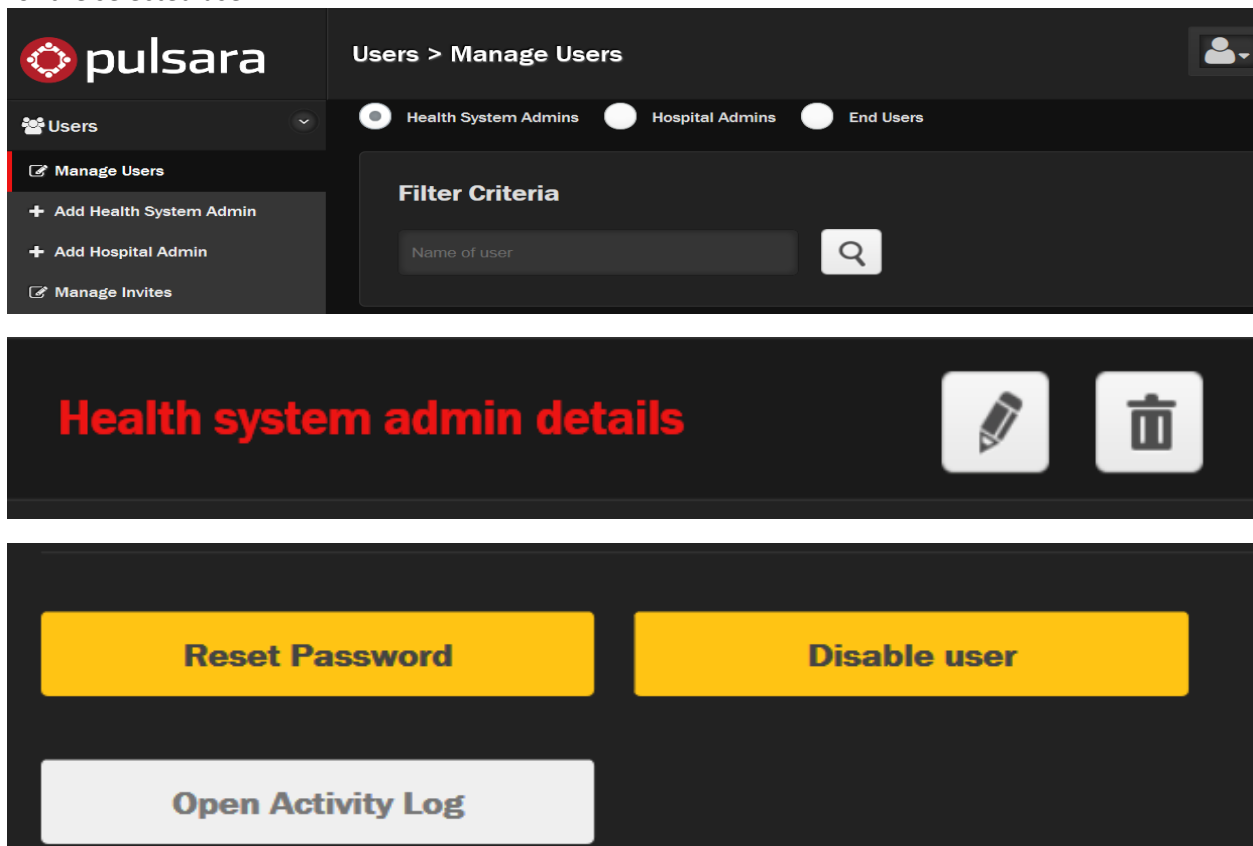
shown in the image below. After you enter the search criteria, click on  button to display the search results in the 'Health system admin details section'.

If no search criteria is entered, you will see a list of active HSA ordered by their last name. Details for each user are listed in the Health System Admin Details section. You can edit the details of the user by

clicking on  button. You can delete the Admin by clicking on  button.

Note** If a user is deleted and the account is re-created later for the same user, then the new user account cannot be same as the previous one.

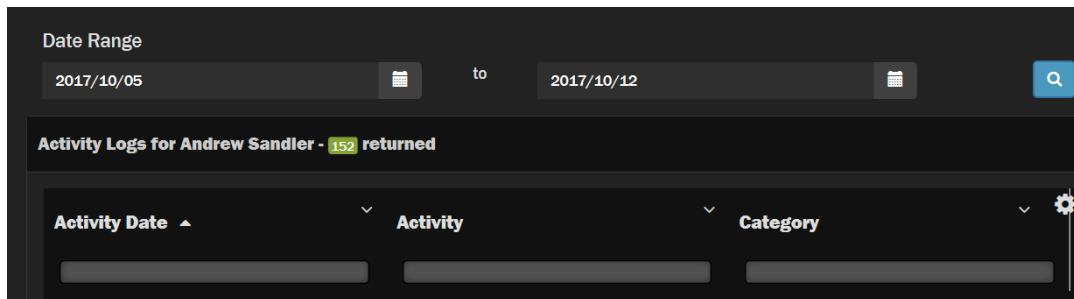
From this screen, you can also 'Reset Password' for a user or 'Disable User' or even view the log activity for the selected user.




The screenshot displays the Pulsara 'Manage Users' interface. The top header includes the Pulsara logo and the breadcrumb 'Users > Manage Users'. A navigation bar below the header contains three tabs: 'Health System Admins' (selected), 'Hospital Admins', and 'End Users'. On the left, a sidebar menu lists 'Users' (expanded), 'Manage Users' (selected), 'Add Health System Admin', 'Add Hospital Admin', and 'Manage Invites'. The main content area features a 'Filter Criteria' section with a text input labeled 'Name of user' and a search icon. Below this, a section titled 'Health system admin details' in red text includes edit and delete icons. At the bottom, three buttons are visible: 'Reset Password' (yellow), 'Disable user' (yellow), and 'Open Activity Log' (light gray).

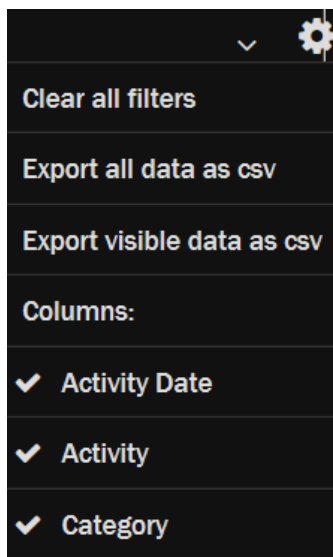
Open Activity Log:

The open activity log screen will show the following details for the selected user. Data can be searched for a selected date range.



The screenshot shows the 'Open Activity Log' interface. At the top, there is a 'Date Range' section with two date pickers: the first is set to '2017/10/05' and the second to '2017/10/12', separated by a 'to' label. A search icon is to the right. Below this, a header reads 'Activity Logs for Andrew Sandler - 152 returned'. The main area contains a table with three columns: 'Activity Date', 'Activity', and 'Category'. Each column has a dropdown arrow and a search icon. The table body is currently empty.

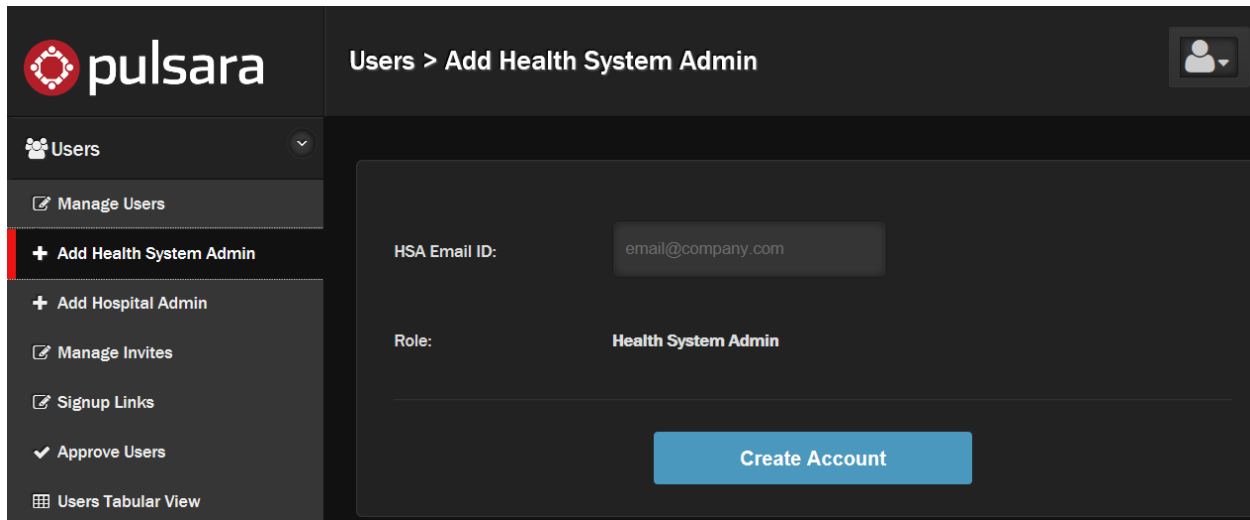
Following actions can be performed for the results displayed by clicking on the  button.



The screenshot shows a dropdown menu that appears after clicking the gear icon. The menu has a dark background and contains the following options: 'Clear all filters', 'Export all data as csv', 'Export visible data as csv', and a section titled 'Columns:'. Under 'Columns:', there are three items, each with a checkmark: 'Activity Date', 'Activity', and 'Category'.

Adding a Health System Admin (HSA):

To add a HSA, click on Users. Under Users tab, click on the 'Add Health System Admin' option. Enter the email id of the user who needs to be created as a health system admin. Click on the 'Create Account' button once you enter an email id. An email will be sent to the HSA to create the account.



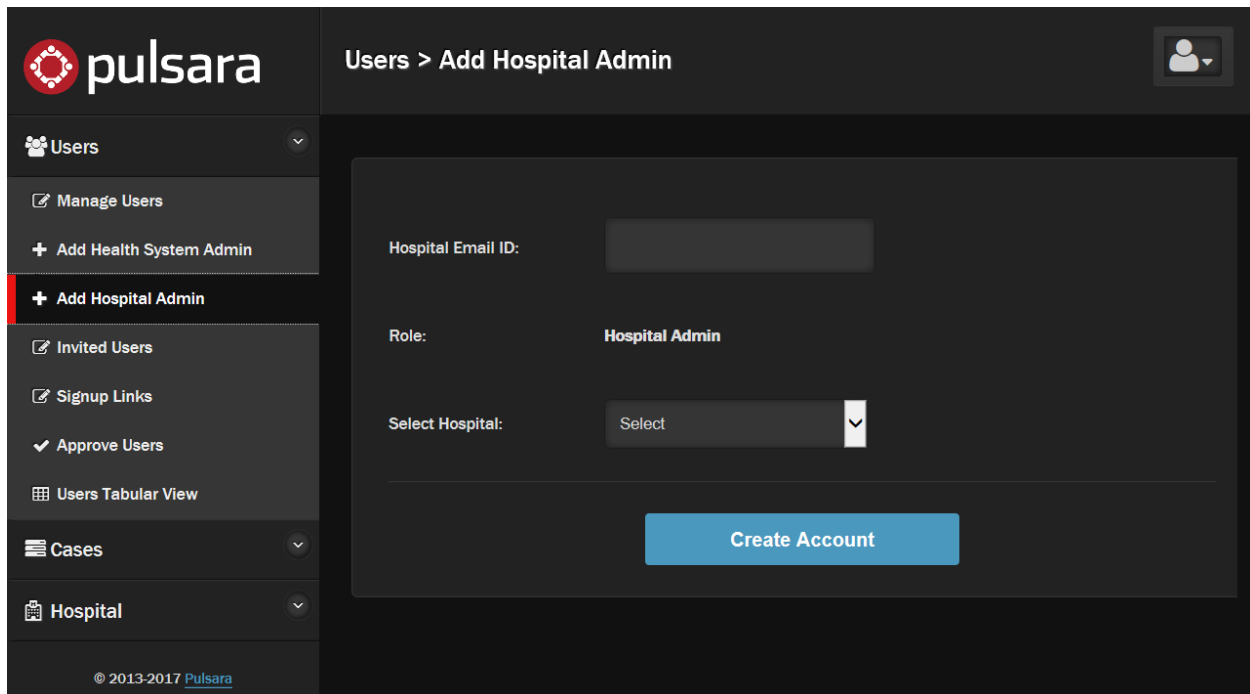
The screenshot shows the Pulsara web interface. On the left is a dark sidebar with the Pulsara logo at the top. Below the logo is a 'Users' section with a dropdown arrow. Under 'Users' are several options: 'Manage Users' (with a pencil icon), '+ Add Health System Admin' (highlighted with a red bar), '+ Add Hospital Admin', 'Manage Invites' (with a pencil icon), 'Signup Links' (with a pencil icon), 'Approve Users' (with a checkmark icon), and 'Users Tabular View' (with a grid icon). The main content area has a dark header with the text 'Users > Add Health System Admin' and a user profile icon in the top right corner. The main form area contains two fields: 'HSA Email ID:' with a text input field containing 'email@company.com', and 'Role:' with a dropdown menu set to 'Health System Admin'. At the bottom of the form is a blue button labeled 'Create Account'.

Note* HSA can create a HA account but CANNOT create an EMS admin account. Initially on a Super admin, which are Pulsara team members, can create an EMS admin. Once an EMS admin is created for an agency, that admin may invite more admins to their agency only.

Adding a Hospital Admin (HA):

To add a HA, click on Users. Under Users you will be able to create a HA, by clicking on the 'Add Hospital Admin' option. Enter the email id of the user who needs the hospital admin. Select the hospital for which this user needs to be an admin. Click on the 'Create Account' button once you enter an email id. An email will be sent to the HA to create the account.



Once the end user creates the account, the HA needs to go to the Manage Users section and approve the users.

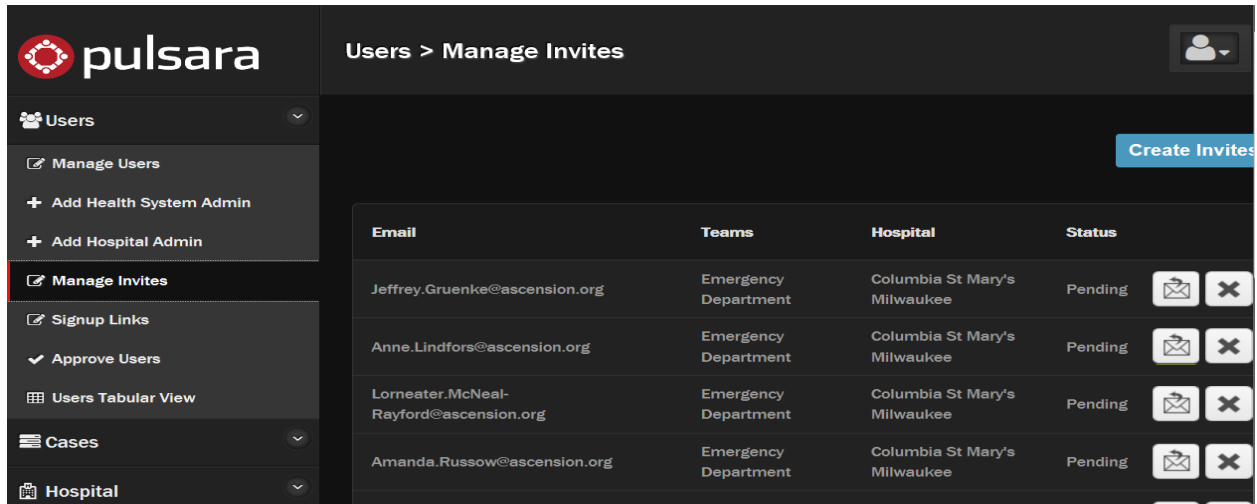










The screenshot shows the Pulsara web interface. The top header features the Pulsara logo and the breadcrumb 'Users > Add Hospital Admin'. A sidebar on the left contains navigation links: 'Users' (selected), 'Manage Users', '+ Add Health System Admin', '+ Add Hospital Admin' (highlighted in red), 'Invited Users', 'Signup Links', 'Approve Users', 'Users Tabular View', 'Cases', and 'Hospital'. The main content area is a form titled 'Add Hospital Admin' with the following fields: 'Hospital Email ID:' (text input), 'Role:' (set to 'Hospital Admin'), and 'Select Hospital:' (dropdown menu with 'Select' as the current option). A blue 'Create Account' button is positioned at the bottom right of the form. The footer of the sidebar indicates the copyright '© 2013-2017 Pulsara'.

Note* The HA can create end users their hospital only.

Manage Invites- Adding Users:

An HA can invite end users. To invite end users, click on Users -> Manage Invites. This screen displays all the user invites that are sent and their status. If you need to re-send an invite click on the  button. To delete an invitation click on the  button.



Email	Teams	Hospital	Status		
Jeffrey.Gruenke@ascension.org	Emergency Department	Columbia St Mary's Milwaukee	Pending		
Anne.Lindfors@ascension.org	Emergency Department	Columbia St Mary's Milwaukee	Pending		
Lorneater.McNeal-Rayford@ascension.org	Emergency Department	Columbia St Mary's Milwaukee	Pending		
Amanda.Russow@ascension.org	Emergency Department	Columbia St Mary's Milwaukee	Pending		

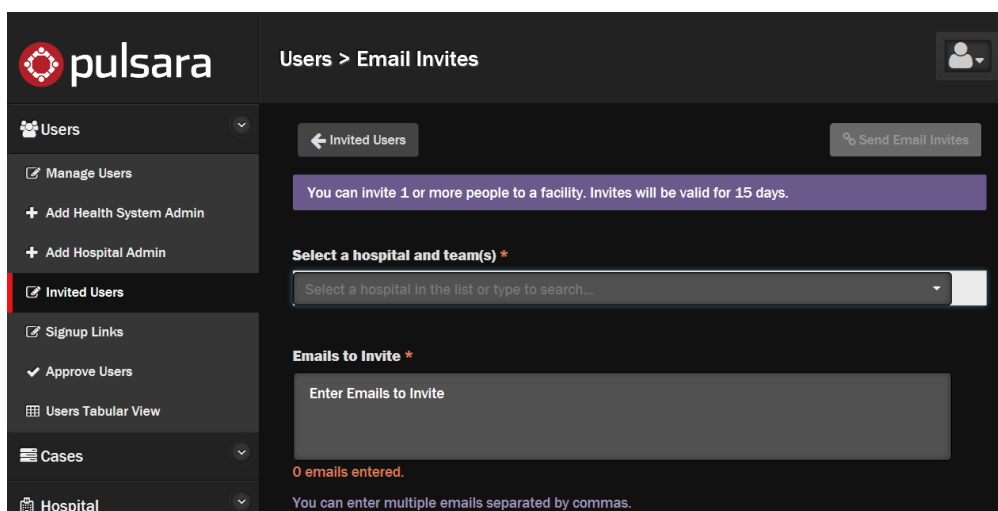
To Add an End User the Hospital Admin will have to invite the users.

Click on **Create Invites**.

Enter Hospital Name and the email/s of the users that you want the invitation to be sent to. Click on Send Email Invites. Once you send the invite the users will receive an email to create their account.

Note*

- You can send multiple invites by separating the email id's by a comma.
- All invites expire after 15 days. Hospital admin will have to resend the invites.
- A user can have access to multiple hospitals. Admin will have to send separate invites for each hospital to the user.



Users > Email Invites

[← Invited Users](#) [Send Email Invites](#)

You can invite 1 or more people to a facility. Invites will be valid for 15 days.

Select a hospital and team(s) *

Select a hospital in the list or type to search...

Emails to Invite *

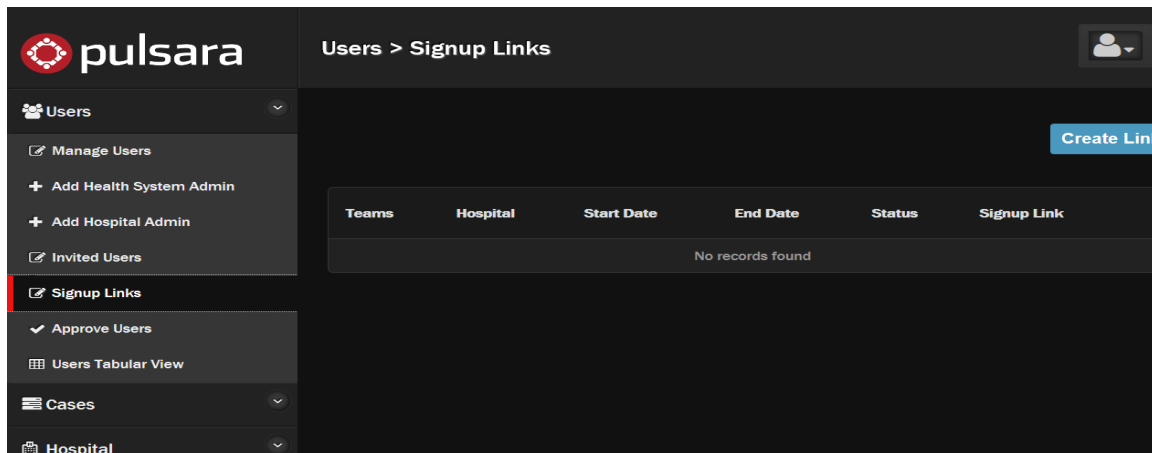
Enter Emails to Invite

0 emails entered.

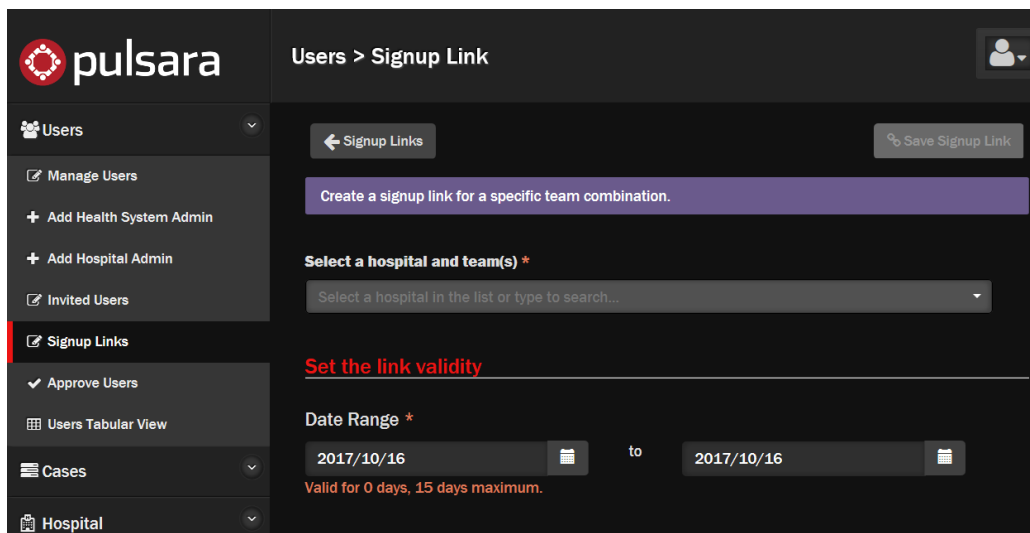
You can enter multiple emails separated by commas.

Signup Links:

Admin can create a link for the end users to sign up. If the signup link needs to be created, then click on the **Create Link** button.



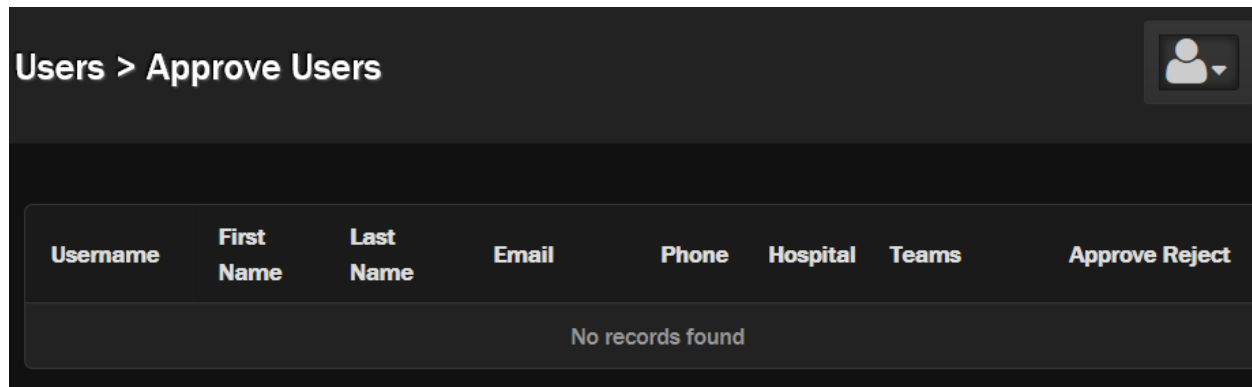
Once you click on the create link button, it opens the screen below, to create the link. You can select the hospital and the team you want to create this link for and the date range until when the link is valid. This link can be then emailed to users to sign up.



Note This can be achieved by inviting a list of users through the Manage Invites tab.**

Approve Users:


Once a user creates an account, the Hospital Admin has to approve the created users. A list of users that have not been approved are displayed below. The admin either approves or reject the user.

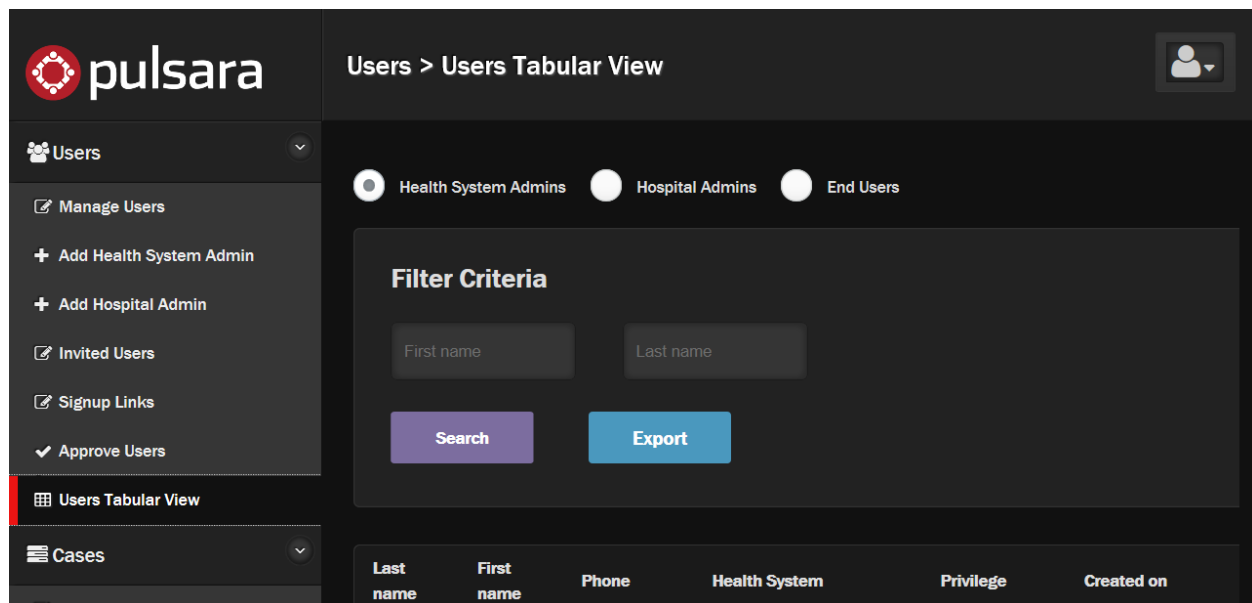


Username	First Name	Last Name	Email	Phone	Hospital	Teams	Approve	Reject
No records found								

User Tabular view:

This screen will display the users in a tabular form for the selected category – Health System Admins, Hospital Admins and End users. The Last Name, First Name, Phone, Health System, Privilege and Created on are displayed.

User can enter the search criteria to search for specific user for a specific category. If search criteria is not entered, then all users are displayed sorted by Last Name. The search results can be exported into an excel file by clicking on the  button.



Users > Users Tabular View

☒ Health System Admins ☐ Hospital Admins ☐ End Users

Filter Criteria

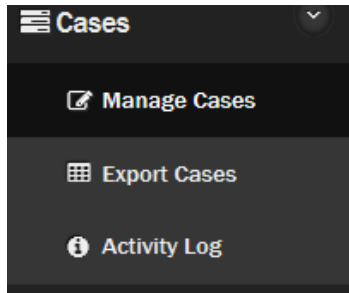
First name Last name

Search Export

Last name	First name	Phone	Health System	Privilege	Created on
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CASES

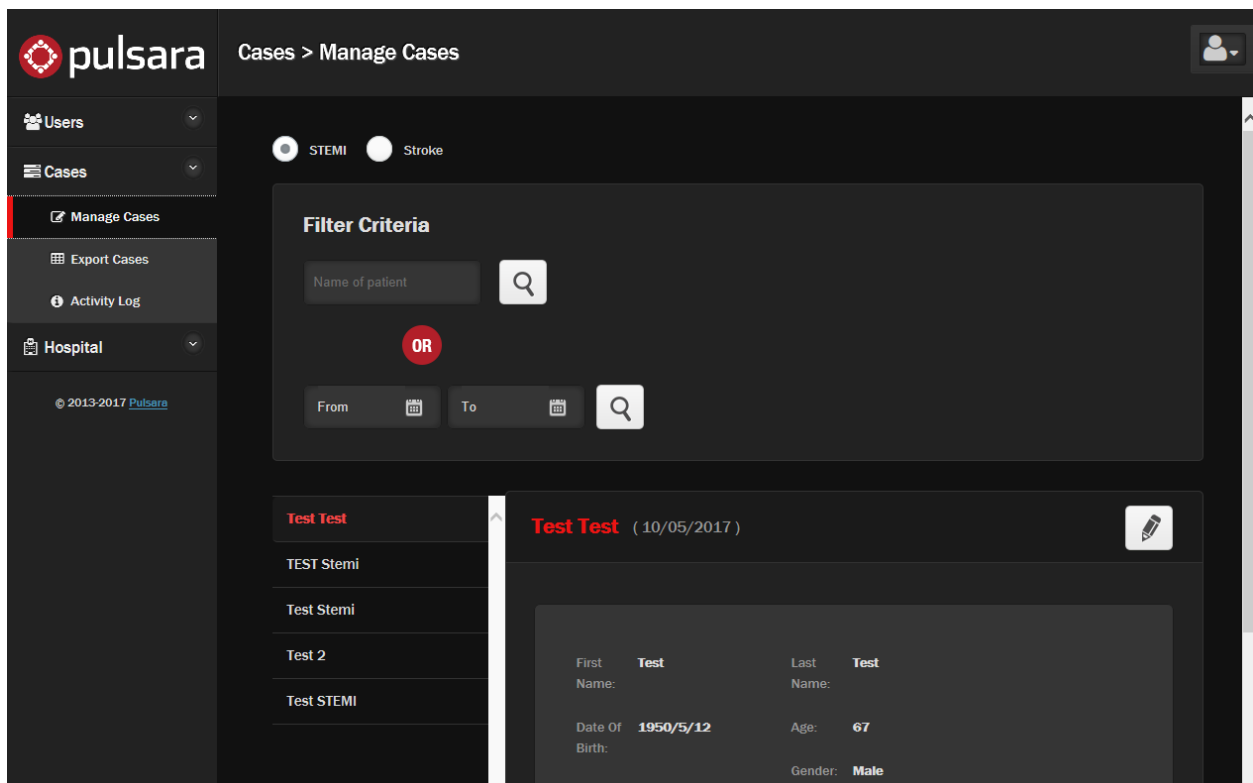
Under the Cases Tab you can perform the following functions




Manage Cases:

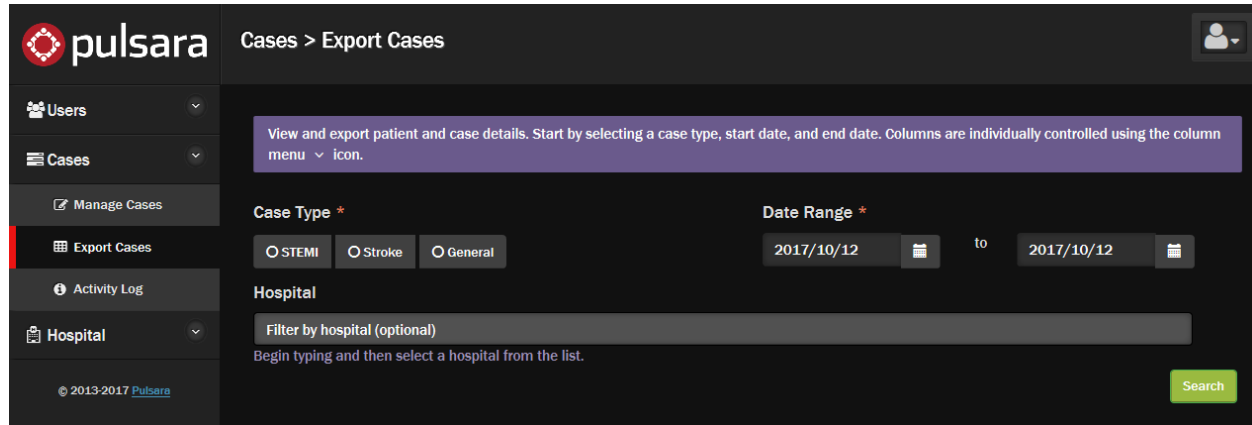
This screen allows you to search cases based on the category – STEMI or STROKE and the filter criteria entered. In the filter criteria you can enter the 'Name' or the 'From' and 'To' dates to look for a case. If no criteria is entered, all the cases are displayed with the details for each one. An admin is allowed to


edit a case by clicking on the  button.

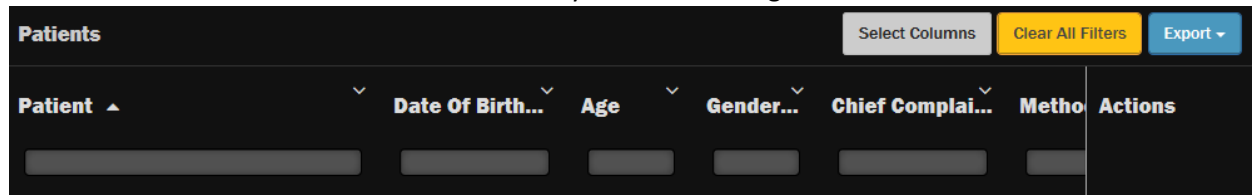


Export Cases:

Cases can be viewed and exported by Case Type and Date Range. These are mandatory search criteria options. You can also filter the data by Hospital. You can view the cases for the selected criteria by clicking on the  button.

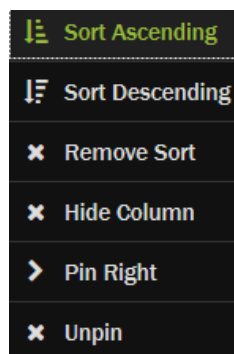


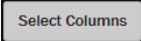
In the results section each column is individually controlled using the  icon.



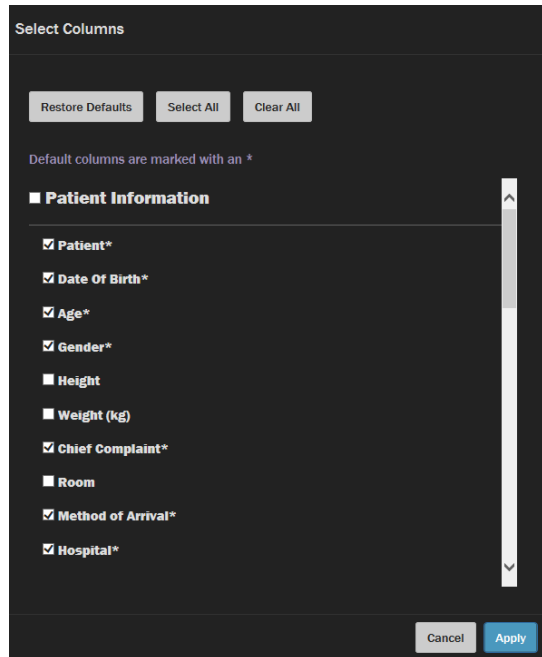
Patient	Date Of Birth...	Age	Gender...	Chief Complai...	Metho	Actions
---------	------------------	-----	-----------	------------------	-------	---------


It allows following functions to be performed on each column. You can enter the search criteria for individual columns in the results section.




Admin can see specific columns in the results section by selecting 'Hide Column' for each column individually or by clicking on the  button to select and unselect columns that the admin wants to display.


The 'Select Column' button displays the following screen where the admin can change the display columns for the results. The 'Apply' button will save the changes. The 'Cancel' button will close the screen.



The  button on the results screen will clear all the filters applied for the columns in the results section.

The  button on the results screen will export all the records in the results section or the visible records in the results section to a CSV file.


The  button under the 'Actions' column in the search results section allows the user to view and edit details for the selected case.

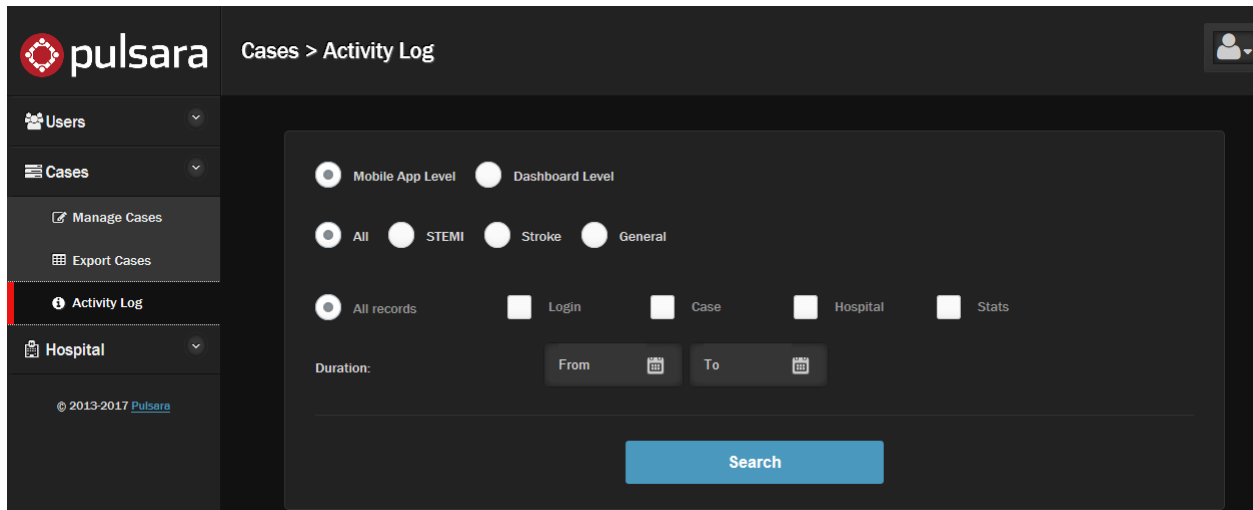
The  button under the 'Actions' column in the search results section allows the user export the selected case as a PDF.

Activity Log:

The activity log screen allows the admin to view activity at 'Mobile App Level' or 'Dashboard Level'. Within the above selected category, user can search on 'All', 'STEMI', 'Stroke', 'General' category. Within the above 2 selected categories, user can search for activity for 'All records' or by 'Login', 'Case', 'Hospital', 'Stats'.

You can enter the date range that you want to search the records for.

After you enter the filter criteria, you can view the records by clicking on the  button.



The results show the Serial No., username, events, category name and the audit date.





S. No	Username	Events	Category Name	Audit Date


HOSPITAL

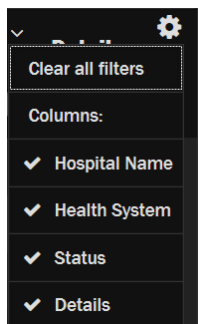
Under the Hospital Tab, the administrator can do the following functions.


Manage Hospitals:

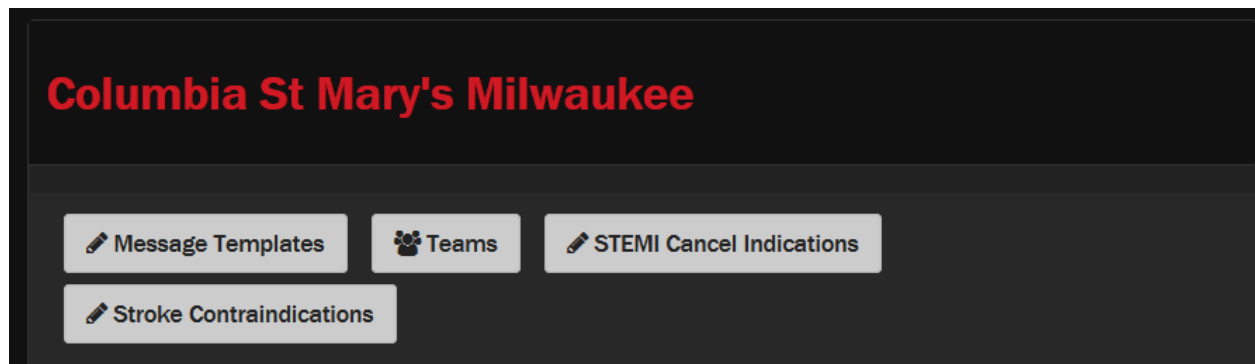
When the admin selects the Manage Hospitals tab, the list of hospitals created in the system are displayed.


Hospitals			
Hospital Name ▲	Health System	Status	Details 
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Columbia St Mary's Milwaukee	Ascension Health - Milwaukee	Active	
Columbia St Mary's Ozaukee	Ascension Health - Milwaukee	Active	
OLMC	Ascension Health - Milwaukee	Active	

The  button allows to you select or deselect the columns you want to display on the above screen.

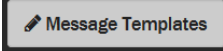


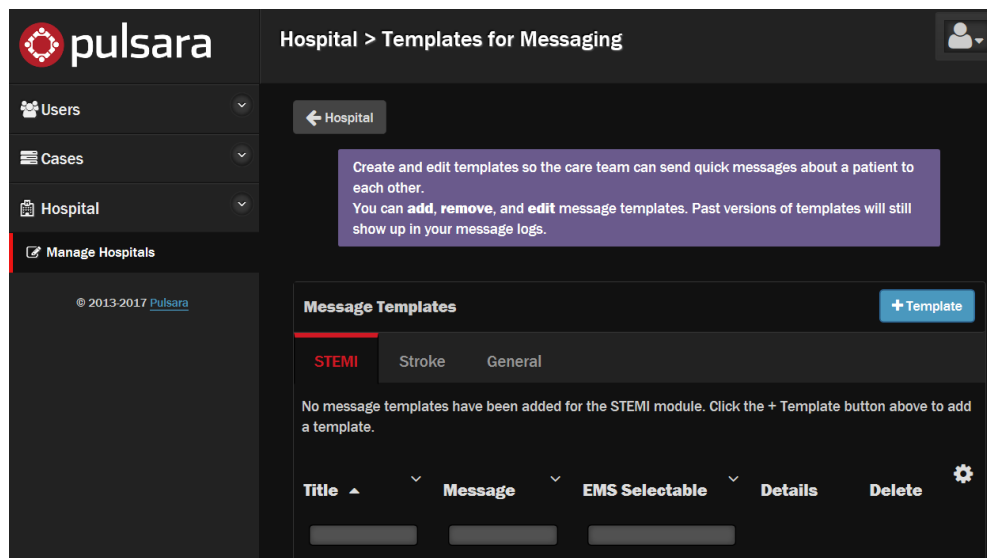
The  button allows the admin to edit the details of the selected hospital.





The  button opens the screen in the edit mode. The admin can make changes to this screen and save the information.

Message Templates

Admin can also set up the message templates for the Hospital by clicking on the  button. The screen below is displayed when you click on the 'Message Templates' button. It displays all the existing template message created by Category.



To create a template, click on the  button. The  button will allow the admin to select or deselect the columns that they need to view.


Enter the following to create the template:

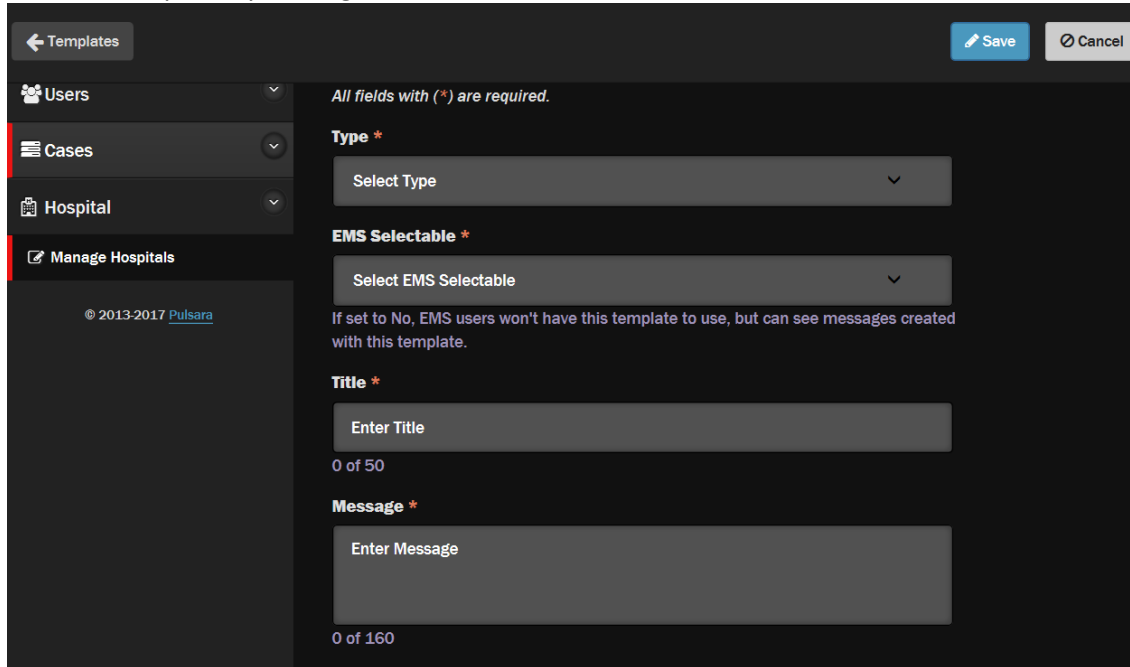
Type - Select the type you are creating the template for – 'STEMI', 'Stroke' or 'General'.

EMS Selectable - Select if can be viewed by EMS providers. If set to No, EMS users won't have this template to use, but can see messages created with this template.

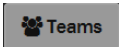
Title – Enter the title for the template message that will appear in the drop down.

Message – Enter the template message.

Save the template by clicking on the 



Teams

Admin can manage teams by clicking on the .

The screen below is displayed when you click on the 'Teams' button. For the selected hospital, it displays name of the team, the type of patient alert they receive and the number of members under each team.



Users

Cases

Hospital

Manage Hospitals

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Hospital

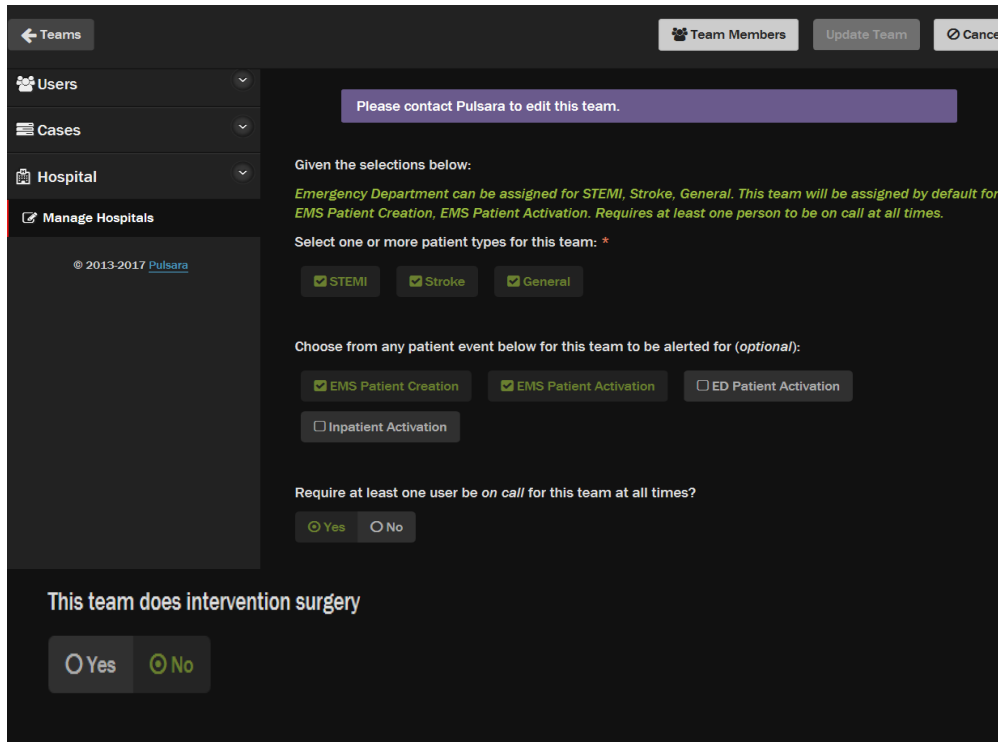
Teams enable you to customize patient care teams in the Pulsara mobile applications.

- You can choose when a Team will be activated for a patient.
- Teams can be assigned for an active patient which alerts all *on call* users in that team.


Teams for Columbia St Mary's Milwaukee


Name	Patient Types	# of Members	Actions
Emergency Department	STEMI, Stroke, General	18	
EMS Communications	STEMI, Stroke, General	13	


The  button will display the following screen. The information for the team can be modified by the Pulsara team only.

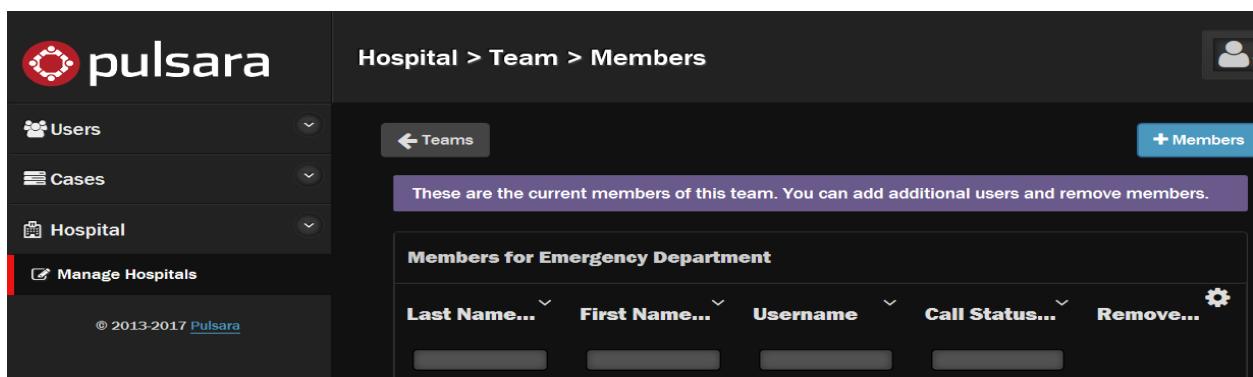


The screenshot shows the 'Manage Hospitals' interface. On the left is a sidebar with navigation links: Teams, Users, Cases, Hospital, and Manage Hospitals (highlighted). The main area contains a 'Team Members' button, 'Update Team', and 'Cancel' buttons. A purple banner states: 'Please contact Pulsara to edit this team.' Below this, text reads: 'Given the selections below: Emergency Department can be assigned for STEMI, Stroke, General. This team will be assigned by default for: EMS Patient Creation, EMS Patient Activation. Requires at least one person to be on call at all times.' A section titled 'Select one or more patient types for this team: *' includes checkboxes for STEMI, Stroke, and General, all of which are checked. Another section, 'Choose from any patient event below for this team to be alerted for (optional):', includes checkboxes for EMS Patient Creation, EMS Patient Activation, ED Patient Activation, and Inpatient Activation. A question 'Require at least one user be on call for this team at all times?' has radio buttons for Yes and No. At the bottom, a statement 'This team does intervention surgery' has radio buttons for Yes and No.

The  button will display the team members for the selected team. The Last Name, First Name, Username, and the **call status** is displayed for the members of the team. You can type 'On Call' under the call status field and check for the teams on call for the selected hospital.

The Remove option allows the admin to delete the member. The  button allows the admin to select or deselect the columns that they want to view.

This screen also allows the admin to add new members to the selected team by clicking on the  button.



The screenshot shows the 'Hospital > Team > Members' interface. The Pulsara logo is in the top left. The breadcrumb 'Hospital > Team > Members' is at the top. A sidebar on the left has links for Users, Cases, Hospital, and Manage Hospitals. The main area has a 'Teams' button and a '+ Members' button. A purple banner states: 'These are the current members of this team. You can add additional users and remove members.' Below this is a table titled 'Members for Emergency Department'. The table has columns: Last Name..., First Name..., Username, Call Status..., and Remove... (with a gear icon). The table is currently empty.

Once you click on '+Members' button the screen below allows you to add members to the current team.

Hospital > Team > Members > Add

← Current Team Members + Add 0 Members Cancel

Add Users to Emergency Department Team

✓ **Last Name** ▲₁ First Name ▲₂ Username ⚙

[Input Field] [Input Field] [Input Field]

STEMI Cancel Indications

Can set the STEMI Cancel Indications on this screen or define a new Cancel indication by clicking on the **+ Cancel Indication** button.

Columbia St Mary's Milwaukee + Cancel Indication

STEMI Cancel Indications Delete

[Search Bar]

Patient choice	x
Patient death	x
Unstable patient	x
Co-morbidities	x
Primary surgery	x
Patient anatomy	x
Diagnosis of STEMI in doubt	x
Coagulopathy	x

Stroke Contraindications

Can set the Stroke Contraindications here or define a new one by clicking on the

[+ Contraindication](#)

Columbia St Mary's Milwaukee

Default

0-3 hours

+ Contraindication

Stroke Contraindications

Delete


Onset of symptoms >270 minutes (4.5 hours) before beginning treatment

x

Quick References

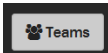
How do I check which team members are on call?


1. Go to the Manage Hospital Tab.

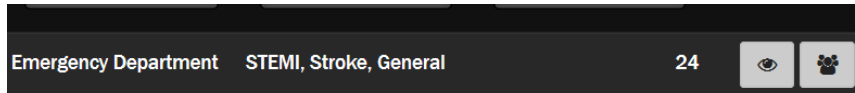
2. Click on the  button beside your hospital name

- 3.

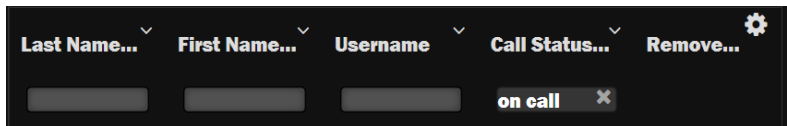


4. Click on the 'Teams' button - .

5. Click on the  button besides your department name



6. Type 'On Call' in the call status field.



7. You will see the list of members that are on call at that given time.